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# Admissions Policy

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## 1 Scope of Policy

To define the arrangements which govern the admission of potential students and progression of existing students, ensuring that education/training needs and any legal requirements are met, and that any funding constraints are adhered to. It is intended to ensure a consistent approach across the College and that best practice is followed.

The admissions process is intended to facilitate the exchange of information between the applicant, the admissions team and curriculum in order that the following elements can be addressed:

- The applicant has access to information about the course
- The applicant has the appropriate academic ability and aptitude for the selected course
- The needs of applicants with disabilities and/or learning difficulties are identified so that appropriate adjustments can be made
- The applicant understand the nature and content of the course
- Referral for advice and guidance on alternative courses where the applicant is unsuccessful or the course is not appropriate as a result of exploring any of the above components.
- The applicant has access to impartial and meaningful and impartial careers information, advice and guidance from a qualified professional and where relevant includes local labour market information (Gatsby benchmark 2 & 8) and as specified in the college's [Careers and Progression Strategy](#).

## 2 Procedures

City of Bristol College is committed to the provision of a high quality and customer focused admissions service, through which students embark on, or progress to the most appropriate programme for their needs. The admissions process will be led by Student Services for further and higher education applicants and adults. The Apprenticeship Team will oversee admission procedures for apprentices and SEN and Learning Support team supports the Early College admission process.

Recruitment and admissions material is available on the college's website and provided upon request in a hard copy format. The information on the website will include details of entry requirements, the range and content of programmes of study, assessment processes, progression opportunities, fees and financial support. This information is reviewed annually.

Where there are criteria for entry to a course they will also be set out clearly in any college offer. The college consults the UK NARIC website to recognise and compare international qualifications and skills, this tool provides a UK equivalent qualification. Any offer is subject to assessment of need and appropriateness of the course for each individual. Appropriate procedures are in place to ensure that applicants are only recruited to courses that meet their requirements, capabilities and career aspirations.

Where required, interviews and assessments for applicants on specified courses form a mandatory part of the admissions process. Interviews are carried out by appropriately trained and informed staff. Due to the variation in course requirements there may be some variation in the format of interviews to ensure the suitability of the candidate in terms of the programme. The interview will be structured to provide the applicant with general information about the college and specific information about the course and career options. General information about fees and loan/bursary/grant opportunities will also be given with applicants being offered the opportunity to discuss these in more detail with a member of the Student Services team.

All documents relating to the interview need to be clearly annotated by the interviewer with the interview outcome and any additional entry requirements or conditions which need to be fulfilled prior to enrolment. The forms must be returned to Student Services within 5 working days whereupon the appropriate communication will be sent to the applicant advising them of the outcome of the interview.

A minimum enrolment total is required for the opening of any class. The College reserves the right to cancel or change a class, course or programme if there is a significant reduction in attendance, or where the minimum enrolment total is not achieved, or due to changes beyond our control.

If an applicant has access needs, these will usually be discussed with the prospective student at interview in order to ascertain reasonable adjustments and support requirements which may need to be put in place to support them in their studies. Any concerns about suitability should be dealt with at the interview in order that applicants understand the issues clearly.

## 2.1 Offer acceptance by the student

The applicant has 30 days in which to accept the offer, if the offer is not accepted in the allotted timeframe the College reserves the right to offer the place to another applicant if contact has not been made.

## 2.2 Enrolment

During enrolment, the College ensures students' understanding of the College's terms and conditions by providing all enrolled students with a copy of their Enrolment Confirmation and Learning Agreement. Enrolment Confirmation and Learning Agreements can be provided in alternative formats (e.g. large print), should they be required.

The College will discuss its fee policy and student loan/fee payment plan during enrolment and ensure that the students are aware that if they withdraw after the course starts that they will be liable for the remainder of any unpaid course fees.

## 3 Non-admission

The college is committed to inclusion and to the provision of appropriate support through the admissions process. There are however circumstances in which the college reserves to exercise its own rights on admission where:

- the course is full, or
- where it is felt that an applicant's previous experience indicates that they would not benefit from a course, or
- there may be a safeguarding issue which poses a high risk to the college, staff and/or students, or
- the risk assessment and consideration of evidence available about the applicant's behaviour / conduct suggest that it might disrupt the work of other students or staff, even if support arrangements were made, or
- the college is unable to meet specific support needs of a student, or
- in accordance with the college's Fitness to Study / Practice Procedure the college does not deem the applicant to be fit to study or practice in their chosen field, or
- the college has previously excluded the applicant from its studies and is unable to minimise risks associated with their re-admission into college.

Applicants (early college, further education, higher education, SEN, adults or apprentices) may be refused admission but any such decision must be approved by the relevant Head of Department.

The reason for refusing admission will be made clear to the applicant, who may appeal to the Head of Student Services, in writing against any such decision.

### 3.1 Disclosure and Barring Service / Fitness to Practice or Fitness to Study Checks

Some courses will require applicants to complete a Disclosure and Barring Service (DBS) check and/or Fitness to Practice/Study check, either:

- to enable mandatory work placement associated with the course; or
- to meet the requirements of a HE Institution or a relevant professional body if accreditation is required.

Where these checks are required, the college will ensure that it has appropriate procedures in place in order to comply while ensuring that confidentiality is maintained. Adverse disclosures made in the checking process do not necessarily lead to non-admission but failure to comply with the checking procedure may result in exclusion from the course.

### 3.2 Residency status

All students who declare that they haven't been resident in the EU or EEA during the past three years will need to have their residency formally assessed by trained Student Services advisors. Home students will be processed in accordance with their mode of study, however, the college is currently unable to accept International applications requiring a Tier 4 license to study.

### 3.3 False and misleading information

The College will refuse admission / withdraw an offer if an applicant submits false or misleading information that was instrumental in securing an offer of a place. Following any such incident, the College will take a view, on a case by case basis, whether the discovery of misleading information warrants a referral to an external authority. Should this be the case, any referrals will be carried out in accordance with relevant policies and protocols regarding information sharing.

### 3.4 Potential Risks

There may be prospective students who present a potential risk to the college's duty of care to its students and staff. All students are asked if they have any unspent criminal convictions during enrolment, at this point they are not requested to disclose the details of the conviction. The college system prompts for contact to be made by the Safeguarding team prior to the student starting, a risk assessment on whether the student can continue their studies at the college is carried out. Guidance is available on a restricted basis and Student Services will advise the applicant on the procedure.

### 3.5 Student Disciplinary Matters

#### 3.5.1 Exclusion

When a student is excluded from the college under the Student Disciplinary and Behaviour Policy, there will normally be conditions imposed that have to be satisfied before they are re-admitted in the future. Head of Department will advise the applicant of conditions of future re-enrolment and a central registry of any risk assessments will be maintained by the College.

#### 3.5.2 Final Written Warning

If a student is given a final written warning under the Student Disciplinary Policy, the details will be retained on file for two years from the time that the warning is issued and may be used to require the student to be interviewed by an appropriate manager before being re-enrolled.

## 4 Equality and Diversity

The college is committed to providing equality of opportunity for all students and potential students and welcomes applications from all regardless of age, disability, race, religion, gender, sexual orientation, unrelated criminal convictions and other irrelevant criteria.

### 4.1 Additional Learning Support

Additional support funding is available but the allocation to the College is stipulated by a range of external factors which require consideration before admission is made. If an application is made by a potential student with high support requirements, advice should be sought from Additional Learner Services (ALS) before committing the college. As outlined by the High Need Admissions Process, no student with high needs, with or without an EHCP, should be enrolled without the approval of Assistant Director of SEN and ALS.

## 5 Funding

### 5.1 Course Funding

Constraints are placed on the College by its funding bodies. Where an applicant does not meet the relevant funding criteria or where appropriate funding is not available, Student Services will provide information and advice on the fees chargeable. In certain circumstances it is possible that the College may have to refuse admission where no funding is available and the student is unable to fund themselves.

### 5.2 Fees

There is a Fees Policy for Further Education Students and a Fees Policy for Higher Education Students approved by the Corporation and supplemented by relevant procedures, which are updated periodically. Fees are to be paid in full at the point of enrolment, the exceptions to this rule are:

- students who meet the requirements to pay a deposit at enrolment followed by monthly direct debits, or
- prior agreement that students can enrol provisionally where they are applying for a loan or need to supply evidence that does not fall in the allotted timeframe.

### 5.3 Support Funding

Funding to support students is available from a range of support funds. Student Services will explain eligibility criteria and application process with potential students during their admission process. However, potential students should be aware that these funds are limited and are not automatically available. Offers may therefore be conditional upon such funding being available.

## 6 Appeals

Prospective students may appeal in writing against the non-admission decision within five working days of receipt of the notice of non-admission by writing to Head of Student Services. Head of Student Services will investigate and may work in conjunction with the relevant Assistant Director to consider the appeal, either through a review of documentation, or by a formal hearing as appropriate. A letter of notification will then be issued to the applicant to confirm the final outcome.

The process will be completed as soon as reasonably practicable based on the complexity of the appeal. Every effort will be made not to disadvantage the prospective student with regard to the course start date.

### 6.1 Grounds for appeal

The applicant will be able to exercise their right to appeal under the following conditions:

- The Admissions Policy was not applied correctly and that any procedural irregularity, has disadvantaged the applicant significantly enough to render the decision unsound.
- Prejudice or bias on the part of one or more decision maker took place and can be proven or there are reasonable grounds to support the perception of prejudice or bias.
- The decision maker took a decision which no reasonable person would find comprehensible. Disagreement with the decision does not make it manifestly unreasonable. To apply this ground you must provide substantive argumentation as to why to reasonable person should have arrived at the decision that was made.

Disagreement with a decision based upon academic judgement will not be considered as grounds for appeal.

## 7 Resources

### 7.1 Staff

All staff have a responsibility to support college admissions throughout the year for example by providing advice during college events such as Apprenticeship week, HE activities, Progression weeks and open days. Whether this be in the form of specific advice regarding a course or in the case of non-curriculum staff through general event support.

### 7.2 Systems

All information relating to admissions will be recorded on a college system and processed in line with the College's [Privacy Statement](#).

## 8 Monitoring

The college has successfully retained the matrix standard which reviews the careers education provision across the college. Detail from this informs annual planning and appraisal of the Student Services team.

As above, regular monitoring of ProSolution provides data relating to the admission process with additional information provided after college open days, interview events and progression activities. Additional feedback is also gathered directly from students in regards to their experience, captured once at time of enrolment and then again during the Student Surveys.

A review of the Gatsby benchmarks are carried out termly using the Compass Assessment tool to review our performance in careers advice, this highlights key areas in which we need to implement changes to see improvements. This feeds into our Gatsby benchmark development plan, in which we collaborate with the different departments within the college.

Destinations of students on a full-time study programme are gathered annually to support the admissions process for the following year and highlighting areas for development in terms of academic progression routes and employment based programmes.

## 9 Linked policies / procedures and consideration of regulatory / legislation guidance

- High needs admissions process
- Privacy notices (students, general public and employers)
- Safeguarding policy

- Careers and progression strategy
- Student disciplinary and behaviour policy
- Fitness to Study / Practice procedure
- Higher Education Fees Policy
- Further Education Fees Policy
- **16-19 education funding guidance**, issued by ESFA, December 2019
- **UK higher education providers – advice on consumer protection law**, issued by Competition & Markets Authority (CMA), August 2016
- **The UK quality code for higher education**, issued by QAA, May 2018
- **Guidance on Equality Act 2010**, issued by DfE, March 2018
- **Keeping Children Safe in Education guidance**, September 2020

**Review frequency:** Every three years

**Lead Officer:** Head of Student Services

**Senior Manager responsible:** Director of Marketing, Communications and Customer Services

**Last revised:** August 2020